Live Online Courses

TEXTBOOKS AND COURSE MATERIALS

You or your employer must purchase any required books and materials on this list, including:

Textbooks: You may buy or rent new or used copies from any online retailer or bookstore.

CareerSafe, Tooling U/E-Books: Must be purchased through the course registration process. Call 507-389-7203 for assistance.

Required textbooks may be purchased from SCTCC Book Store by contacting:

Kathy Lutgen  kathleen.lutgen@sctcc.edu or 320-308-5028
Or any retailer or book store you choose, unless noted.
Price estimates below are for new copies from SCTCC Book Store

You will also need the following equipment to attend class and complete coursework:

Live Classes: Computer or video conferencing system with webcam, microphone, and high-speed internet.

D2L (*Courses noted below): Computer or mobile device with internet connection. Follow access instructions in student manual.

Manufacturing

CNC Machining Basics
All materials supplied by instructor

Geometric Dimensioning & Tolerancing (CMAE 1542)
Required Textbook:
Ultimate GD&T Pocket Guide - $20 New
Based on ASME Y14.5-2009
2nd Edition, Alex Krulikowski, copyright 2009
ISBN: 9780924520235

Interpreting Symbols (CMAE 1560)*
Required Textbook:
Printreading for Welders - $78 New
5th edition
ISBN: 9780826930712

Maintenance Awareness (CMAE 1526)*
Required Subscription:
Tooling U - $99 fee for 1-year subscription

Manufacturing Processes & Production (CMAE 1518)*
Required Subscription:
Tooling U - $99 fee for 1-year subscription

MSSC-CPT Refresher
All materials supplied by instructor

Print Reading (CMAE 1510)*
Required E-Book:
Print Reading for Industry e-book - $106 New
ISBN: 9781631260513

Quality Practices (CMAE 1522)*
Required Subscription:
Tooling U - $99 fee for 1-year subscription

Required Textbook:
The Problem Solving Memory Jogger - $16 New
2nd Edition, Brassard, copyright 2011
ISBN: 9781576811351

Technical Mathematics (CMAE 1502)*
Required Materials:
- Casio fx-115MS scientific calculator with fraction key
- Lessons available in D2L – Please print before class OR connect to class via computer to follow along

Workplace Safety

Safety Awareness (CMAE 1514)*
Required Subscription:
CareerSafe - $25 fee

Fundamentals of Safety Leadership
All materials supplied by instructor

Computers & Technology

Introduction to Computers (CMAE 1506)*
This course requires basic computer knowledge and skills
Required Materials:
- Computer with Microsoft Office 2013 or newer

Introduction to Excel
This course requires basic computer knowledge and skills
Required Materials:
- Computer with Microsoft Office 2013 or 2016
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Introduction to Word
This course requires basic computer knowledge and skills
Required Materials:
- Computer with Microsoft Office 2013 or 2016

Health Care & Wellness
Mentally Strong: Resilience and Stress Management*
Required Materials:
- Journal or notebook suitable for journaling

Mindfulness for Stress Management
All materials supplied by instructor

BUSINESS
Business Communications for the Workplace*
All materials supplied by instructor

Career Success Skills (CMAE 1528)*
All materials supplied by instructor

Discovering Your Natural Talents for Team Building
All materials supplied by instructor

Diversity of Personality Styles
All materials supplied by instructor

Improving Work Ethic & Personal Responsibility
All materials supplied by instructor

Leading to Impact Culture*
All materials supplied by instructor

Sales and Customer Service Techniques
All materials supplied by instructor

Supervision – Learn to Lead Skill Builder
All materials supplied by instructor

The Science of Goal Setting
All materials supplied by instructor

Wake Up and Live – Motivation You Can Use!
All materials supplied by instructor

Workplace Diversity*
All materials supplied by instructor

Workplace Violence Prevention & Active Threat Safety Awareness
All materials supplied by instructor